

C.V

**NAME: Osama**

**Place of birth: Alexandria. Egypt.**

**Email address:** osama.381178@2freemail.com

**Date of birth: 23/05/1973.**

***CAREER OBJECTIVE***

To seek a challenging and exciting position in your esteemed organization ,where I can utilize my skills to make tangible contribution to growth.And to enhance my knowledge by working in a dynamic company that’s prides itself in giving substantial responsibilities to a new talent.

***PROFILE SUMMRY***

 **F**lexibleemployee, self-motivated, dynamic, determined in achieving my goals, with outstanding work record and experience at those sectors **Adminitrations,customer service,facility management’s ,Call center and front office.** For more than (10) years..

***KEYS AND PERSONAL SKILLS***

|  |  |
| --- | --- |
| * Administrative
 | * Welfare activities
 |
| * Desk jobs
 | * **Data entry**
 |
| * Scheduling
 | * **Time managements**
 |
| * Documentations
 | * **Data entry 45wpm**
 |
| * Problem solving
 | * **Quick response**
 |
| * Office coordinator
 | * **Customer service**
 |
| * Clients relation
 | * **Negotiations**
 |
| * Tele skills
 | * **Social responsibility**
 |
| * Hospitality
 | * **Inventory controller**
 |
| * Petty cash holder
 | * **Acc. Knowledgments**
 |
| * Bilingual ( Arabic&English)
 |

***WORKEXPERIENCE*.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **THE TITLE** | **COMPANY NAME**  | **WHERE** | **FROM** | **TO** |
| **Representive** | **SKYLINE CO., FOR ADVERTISING** | **Egypt, Alexandria** | **1993** | **1995** |
| **Facility Team leader** | **El daman gulf co.,** | **Kuwait (p.o.w)** | **1995** | **1999** |
| **Accountant assistant** | **ENTERCON FOR TRADING AND CONTRACTING** | **Egypt , Alexandria** | **2000** | **2002** |
| **Data entry** | **EMS FOR COMPUTER SERVICES** | **Kuwait ( ministry of justice )** | **2002** | **2006** |
| **Customer service supervisor**  | **Care service co.,** | **Egypt. Alexandria** | **2008** | **2011** |
| **Document controller** | **EMAAR****( Turner for projects management)** | **Egypt. Alexandria** | **2011** | **2014** |
| **Executive secretary** | **EL ANDALOS****Service****Turner for projects management)** | **Egypt. Alexandria** | **2015** | **2016** |
| **Inventory controller****( warehousing)** | **RABYA** **For landscaping** **(Turner International Middle East )** | **Egypt. Alexandria** | **2016** | **2018** |

***EDUCATION & TRAINING***

**B**achelor of **C**ommerce.

 **A**ccounting **D**epartment.

**UNIVERSITY OF ALEXANDRIA**.

**Graduated** at **1994**

**Grade :G**ood.